



Technical Update LLS-2012-02

March 12, 2012

New Lender/Lender Servicer Loan Exit Counseling Report Delivery

This information is intended for the person in your organization who is responsible for working with the National Student Loan Data System (NSLDS). Please ensure the appropriate person receives this update.

Introduction

The Loan Exit Counseling Reports listed below have transitioned from the Report List to the Web Report List under the Report Tab on the [NSLDS Professional Access](#) Web site. This move provides more options for how the loan exit counseling data may be downloaded.

- EXTCD2 – Loan Exit Counseling Summary by Date
- EXTCS2 – Loan Exit Counseling Summary by SSN
- EXTC02 – Loan Exit Counseling Completion (previously Exit Completion Results)

Enhancements to the Web Report List

The three Loan Exit Counseling Reports are now available from the Web Report List under the Report Tab on the [NSLDS Professional Access](#) Web site. The options for how the loan exit data may be received have been expanded. Previously, all three reports were only available to Lender/Lender Servicer Users through the Student Aid Internet Gateway (SAIG).

Lender/Lender Servicers may now request the **EXTCD2** and **EXTCS2** reports in the following formats:

- PDF – Selecting the Output Medium of PDF allows the requestor to quickly view the results as an Adobe PDF report.
- PDF & SAIG – Report may be viewed as a PDF and will also be sent via the SAIG to be retrieved from the user's SAIG Mailbox.
- SAIG – User will receive the processed data in the SAIG Mailbox associated with the User ID that requested the report.
- XLS - Selecting the Output Medium of XLS allows the requestor to quickly view the results as an Excel report.

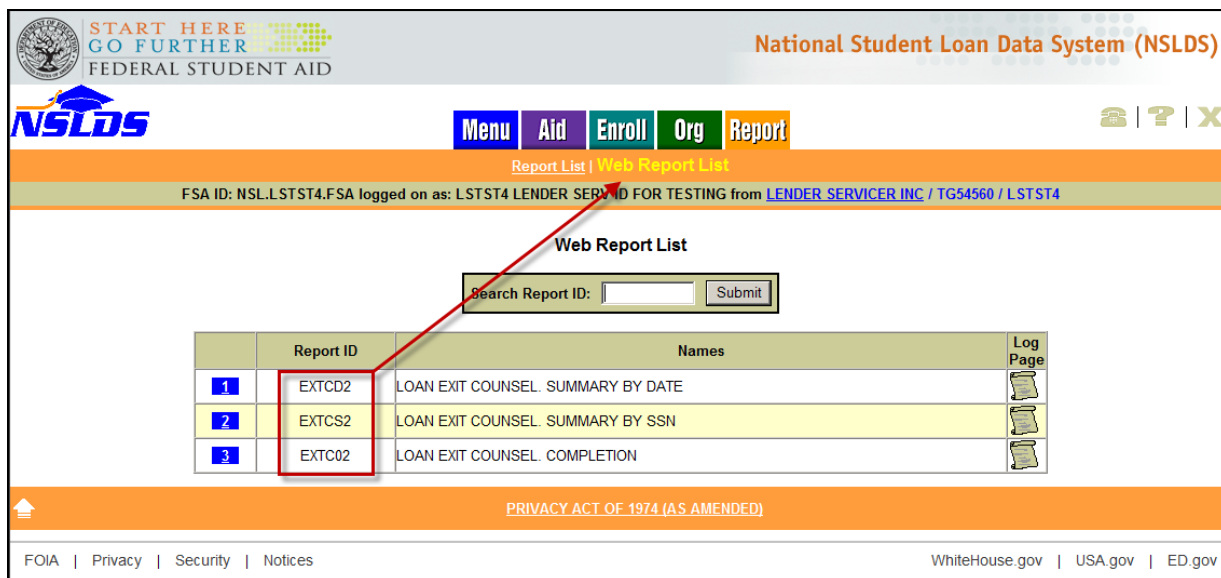
830 First St. N.E., Washington, DC 20202
www.FederalStudentAid.ed.gov
1-800-4-FED-AID

- XLS & SAIG – Report may be viewed as an output Excel file and will also be sent via the SAIG to be retrieved from the user’s SAIG Mailbox.

Note: In order for the Excel spreadsheet to display, the user must first properly configure his or her Internet Explorer’s Web browser. Under **Tools, Internet Options**, select the **Security** tab. Select the **Internet** zone’s **Custom** level option located under the **Security level for this zone** box. Under **Settings**, scroll to **Downloads** and select **Enable** for **Automatic prompting for file downloads**.

The **EXTC02** detailed report is now available for output through the SAIG or XLS. These new output options align the Loan Exit Counseling reports with the same options that are currently available for TEACH Grant Exit Counseling reports.

Report Tab – Web Report List – Loan Exit Counseling Reports



The screenshot displays the NSLDS Web Report List interface. At the top, there is a navigation bar with links for Menu, Aid, Enroll, Org, and Report. Below this, a banner indicates the user is logged in as LSTST4 LENDER SERVICE ID FOR TESTING from LENDER SERVICER INC / TG54560 / LSTST4. The main content area is titled 'Web Report List' and features a search bar for 'Search Report ID:'. Below the search bar is a table with the following data:

	Report ID	Names	Log Page
1	EXTCD2	LOAN EXIT COUNSEL. SUMMARY BY DATE	
2	EXTCS2	LOAN EXIT COUNSEL. SUMMARY BY SSN	
3	EXTC02	LOAN EXIT COUNSEL. COMPLETION	

The 'EXTC02' report is highlighted with a red box, and a red arrow points from the 'Web Report List' title to the 'Report ID' column. The footer of the page includes links for FOIA, Privacy, Security, and Notices, as well as WhiteHouse.gov, USA.gov, and ED.gov.

EXTCD2 and EXTCS2 New Output Options

National Student Loan Data System (NSLDS)

START HERE
GO FURTHER
FEDERAL STUDENT AID

Menu Aid Enroll Org Report

Report List | Web Report List

FSA ID: NSL.LSTST4.FSA logged on as: LSTST4 LENDER SERV ID FOR TESTING from LENDER SERVICER INC / TG54560 / LSTST4

ID: EXTCD2 Type: --Select--

Name: LOAN EXIT COUNSEL SUMMARY BY DATE

Return to Web Report List

Go to Report Log

Report Parameters

SCHOOL ID: * Org Search

SCHOOL BRANCH ID: * 99

LENDER/LENDER SERVICER ID: 700191

COMPLETED IN PAST: USE BEG/END DT

BEGINNING DATE: 01/01/0001 MM/DD/CCYY

ENDING DATE: 12/31/2998 MM/DD/CCYY

Sort By: --Select--

Output Medium: --Select--

PDF
PDF&SAIG
SAIG
XLS
XLS&SAIG

Submit

New Output Options!

The Loan Exit Counseling by Date Report (EXTCD2) for lender and lender servicer users provides summary data from borrowers who have completed loan exit counseling and have loans linked to the lender or lender servicer code associated with the NSLDS User ID. Output results contain the student's SSN, last name, first name, middle name, eight-digit OPEID code of the school the student selected to be notified regarding their completion of the

A sample of the pre-formatted Summary report sent through the SAIG is outlined below:

```

REPORT ID: EXTCD2
PAGE # : 1
PRIVACY ACT OF 1974 (AS AMENDED)
U.S. DEPARTMENT OF EDUCATION
NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)
LOAN EXIT COUNSELING SUMMARY
DATE: MM/DD/CCYY
TIME: HH:MM:SS

REPORT PARAMETERS: SCHOOL CD: *
                    BRANCH CD: *
                    LENDER/LENDER SVR ID: XXXXXX
                    COMPLETED: nnn DAYS
                    BEGIN DATE: MM/DD/CCYY
                    END DATE: MM/DD/CCYY

SSN      NAME      OPEID      EXIT COMPLETION DATE
XXX-XX-XXXX LAST NAME, FIRST NAME XXXXXXXX MM/DD/CCYY HH:MM XX
XXX-XX-XXXX LAST NAME, FIRST NAME XXXXXXXX MM/DD/CCYY HH:MM XX
XXX-XX-XXXX LAST NAME, FIRST NAME XXXXXXXX MM/DD/CCYY HH:MM XX
XXX-XX-XXXX LAST NAME, FIRST NAME XXXXXXXX MM/DD/CCYY HH:MM XX
XXX-XX-XXXX LAST NAME, FIRST NAME XXXXXXXX MM/DD/CCYY HH:MM XX
XXX-XX-XXXX LAST NAME, FIRST NAME XXXXXXXX MM/DD/CCYY HH:MM XX

```

EXTC02 Output Options

The screenshot shows the NSLDS web interface. At the top, there's a header with the NSLDS logo and the text "START HERE GO FURTHER FEDERAL STUDENT AID". To the right, it says "National Student Loan Data System (NSLDS)". Below the header, there's a navigation bar with "Menu", "Aid", "Enroll", "Org", and "Report" buttons. A status bar indicates the user is logged in as "LSTST4 LENDER SERV ID FOR TESTING from LENDER SERVICER INC / TG54560 / LSTST4".

The main content area is titled "Report Parameters". It contains several input fields and a "Submit" button. The fields are:

- SCHOOL ID: * (text input)
- SCHOOL BRANCH ID: * 99 (text input)
- BEGIN DATE: 01/01/0001 (text input) MM/DD/CCYY
- END DATE: 12/31/2998 (text input) MM/DD/CCYY
- SSN: * (text input)
- LENDER/LENDER SERVICER ID: 700191 (text input)
- Sort By: --Select-- (dropdown menu)
- Output Medium: --Select-- (dropdown menu)

The "Output Medium" dropdown menu is open, showing three options: "SAIG", "XLS", and "XLS". A yellow starburst graphic with the text "New Output Options!" is pointing to the "SAIG" option. A blue arrow points from the starburst to the "SAIG" option.

At the bottom right, there is a "Submit" button. On the left side, there is a "Return to Web Report List" link. On the right side, there is a "Go to Report Log" link.

The updated *NSLDS Loan Exit Counseling Extract Record Layouts for Lenders and Lender Servicers* is available on the [NSLDS Record Layouts page of the Information for Financial Aid Professionals \(IFAP\) Web site](#). The record layouts themselves have not changed; the only change is to the description of the location of the reports on the [NSLDS Professional Access Web site](#).

Reminder: Users receiving reports via the SAIG that contain students' personally identifiable information (PII) must take all necessary precautions to ensure the sensitive data is not inappropriately exposed or shared.

If you have any questions, please contact the NSLDS Customer Support Center at 800/999-8219 or by e-mail at NSLDS@ed.gov.